

State 4-H Leadership Council Filing Process



The Purpose for a State 4-H Leadership Council:

- ✿ Serve as a role model for youth, representative, and spokesperson for the 4-H Youth Development program at the three Land-Grant Universities.
- ✿ Uphold the high ideals, values and moral standards of the Oklahoma 4-H program.
- ✿ Actively travel within the district and state to fulfill responsibilities.
- ✿ Serve as a "Youth Advisory committee" to the State 4-H Program.
- ✿ Serve as an active and contributing member of state committees.
- ✿ Plan, conduct and evaluate Council-led state events and activities.
- ✿ Seek opportunities to expand and diversify audiences and programs of the Oklahoma 4-H Youth Development Program.

Seeking:

4-H members age 15 and older to serve in a leadership position on the State 4-H Leadership Council. "Serve" is the key word. If you are an individual who considers yourself selfless - putting other people's needs, interests, or wishes before your own - then this is a leadership position for you. Serving on the State 4-H Leadership Council will provide you an opportunity for personal growth and an opportunity to be of service to the county, district and state 4-H program.

Orientation for new Council members will be the weekend of August 19-20, 2023

Lock-in from 1 pm Saturday until Noon on Sunday Location is Oak Park Retreat Center in Perkins.

Participation is mandatory and you must be present for the entire time.

All applicants must attend a web-based training prior to application.

Below are all the details outlining eligibility to run for Administrative Team positions (President, Vice President, Secretary, Reporter, Recreation Leader) or District Representative (3 representatives per District – NE, SE, W – West District will elect one representative from the North Region, one representative from the South Region and one at large representative).

Qualifications for State Council Members:

1. Individual has demonstrated the life skills of self-responsibility, organization, time management and communication.
2. Candidate is showing ACTIVE status in online 4-H enrollment system, has held or is holding a local and/or county 4-H office, has served as an active and contributing member of committees at the local/county/district level, is a certified 4-H volunteer, and has completed a county report form/medal form or record book. (Certified volunteer status is required because Council members often work directly with youth without adult supervision.)
 - A. Candidates for President must be 17 years of age. Candidates for other executive team positions (Vice-President, Secretary, Reporter and Recreation Leader) must be 16 years of age. Candidates for the office of District Representatives must be 15 years of age. Age will be determined by the candidate's age as of the first general assembly during Roundup.
 - B. Candidates for executive positions may run for office up through the Roundup immediately following high school graduation or its equivalency. Candidates for the office of District Representatives may not run for office after they have graduated high school or completed graduation equivalency prior to Roundup.
 - C. Candidate must complete the State 4-H Leadership Council application.
 - D. Candidate must participate in an orientation online prior to Roundup.
 - E. Candidates must have Oklahoma residency and live within the geographic boundaries of the state during the term elected to carry out duties of the position. Candidate must be a county delegate and attend

State 4-H Roundup the year seeking office. Registering and attending Roundup 2021 in a virtual format will count as attending.

- F. District Representatives must be a 4-H member within the district they are running to represent. Each District will elect 3 representatives. The Northeast and Southeast Districts will elect 3 at large positions. The West District will elect one representative member from the Northern Region, one representative member from the Southern Region and one at large representative.
- G. If a current Council member wishes to run for another term, expectations of his/her current position must be documented and met.

Candidates for President and Vice-President

- H. Only current or past State 4-H Council members, State Ambassadors, or District Officers are eligible to run for these positions. A Council member may only serve one term as president and council members may only serve two terms as a district representative.
- I. Candidates for Secretary, Reporter, and Recreation Leader: 4-H members who meet the qualifications to be a State 4-H Council member as described in Article III, Section 2 are eligible to run for these positions.

Duties and Responsibilities of District Representatives:

1. Willingly accepts all duties of a District Representative for the time elected (a one-year term).
2. Serve as liaison within a district. Representatives will visit counties as requested to help with county programming, "visits" and/or "appearances."
3. Communicate on a regular basis with county youth and adult leadership teams to encourage participation in 4-H programming.
4. District Representatives will be responsible for submitting district reports and materials to the Reporter for 4-H publications, social media and the State 4-H website.
5. Serve as an active participant on state and district (as requested by District 4-H Program Specialists) committees. This includes planning, conducting and evaluating events and activities.
6. Attend Council meetings, through a conference call, online conference or on-site meetings.
7. Represent Oklahoma 4-H by participating in county, district and state activities and events.
8. Perform duties delegated by the President or advisor.
9. Complete all reporting procedures required of team members in a timely manner.
10. On those occasions when the State and District 4-H Program Specialists seek youth representation on programmatic committees, Council members will be appointed to represent the State 4-H Leadership Council.
11. Council members will be asked to serve as ex-officio members of the state 4-H boards and associations. As an ex-officio member, the individual will participate in meetings as a liaison for the State 4-H Leadership Council.

Duties and Responsibilities of Langston University Representatives:

1. Assist in coordination of county and state activities.
2. Encourage 1890 program participants to attend and become involved with county and state 4-H events and activities
3. Attend to duties as are necessary to carry out the Langston 4-H program.
4. Serve as a liaison between the 1860 and 1890 Land Grant University 4-H Youth Development Programs.
5. Serve as an active participant on state and district committees by planning, conducting and evaluating events and activities.
6. Attend State 4-H Leadership Council meetings.

Filing for Office

Candidates for Executive Team positions and District Representatives will file to the Oklahoma State 4-H Office by 5:00 pm, **June 15th, 2023**. **This is the due in the State 4-H Office date. Application should be scanned and emailed to Gail Taylor (gail.taylor@okstate.edu)** Required documents include:

1. Application and Commitment Form. Consider all years of 4-H project work, a minimum of **300 points** required.
2. Photo Release and Bio form.
3. Headshot photo you would like used on the State 4-H Website
4. One (1) letter of reference from an educator. Letters are to be confidential and emailed separately to Gail Taylor (gail.taylor@okstate.edu) with "applicant's name – Educator Reference Letter" in the subject line.
5. Educator's Reference Sheet. Educator should send with the letter of reference in same email.
6. Must participate in web-based training with their parent/guardian (educators are encouraged to attend as well). Training video and Microsoft Form will be posted on the State 4-H Website.

Speeches, Campaigning and Election

Candidates are expected to serve as positive role models for their peers. As such, they are expected to strictly adhere to all items listed and inferred by the Oklahoma 4-H Code of Conduct and any other published policies or rules governing 4-H affiliated events and activities. Candidates who allegedly violate the Oklahoma 4-H Code of Conduct and any other published policies or rules governing 4-H affiliated events and activities will appear before a review board and if found in violation will be withdrawn from consideration for office.

Candidates must follow the State 4-H Leadership Council By-laws regarding campaign procedures which are highlighted below and outlined in their entirety in the By-Laws in Article 5.

Speeches:

- Candidates will present a speech, no longer than 3 minutes. Candidates for President are allowed 4 minutes for their speech. Candidates may bring their speech to the stage on 8 ½ X 11 inch paper or smaller note cards. Candidates may use up to 5 PowerPoint slides with their speech. A template is available or one can be created.
- Administrative Team candidates will present their speech during a Roundup assembly. District Representative candidates will present their speech during District Rally.
- Props may be used during a speech as long as the candidate can carry the prop and requires no additional time for set up.
- Costumes may be worn when presenting a speech if it relates to the content of the speech.
- Candidates for Recreation Leader may use a musical instrument or accompaniment CD that does not require additional set up.
- Candidates are also encouraged to work with their educators to develop campaign speeches and prior to submitting to the State 4-H Office.

Campaigning:

- The candidate is permitted any electronic form of social media campaigning as long as there is no negative campaigning or defamation of character reported. Any inappropriate messages are grounds for removing the

candidate from the ballot. The candidate is also responsible for the actions or messages of others campaigning on their behalf. **When using social media you must use the hashtag #ok4helections2023**

- Campaign materials and literature are not permitted at any District or State 4-H events prior to State 4-H Roundup – including buttons, stickers, clothing, business cards, candy, trinkets, etc.

Elections:

- **District Representative Elections** - The balloting for district representatives will be conducted under the supervision of the District Program Coordinator(s) at district rallies. Each Roundup participant will cast **one** ballot voting for three candidates for district representatives. The three candidates with the most votes will be elected. In the event of a tie between candidates, run off voting will be conducted at the district rally. Each district will elect 3 representatives. The Northeast and Southeast Districts will elect 3 at large positions. The West District will elect one Northern Region representative, one Southern region representative and one at large representative.
- **State 4-H Leadership Council Executive Positions** - The balloting for executive positions will be conducted under the supervision of a State Election Committee. All Roundup delegates will complete a ballot during County Caucus and turn in to county voting delegates and educators. The county votes will be tallied to determine who the county voting delegates will cast votes for on an official ballot.
- **Majority Vote** - When there are more than two candidates for an executive office, if one candidate does not receive a majority (50% plus 1) of the votes cast, a runoff election shall be conducted between the two candidates that receive the most votes.
- **Tie Vote** - In the event of a tie vote, the following procedures will be followed:
 - a) A re-count will be conducted to confirm the tie.
 - b) If a tie is confirmed the tie will be broken by following Robert's Rules of Order.
- **Write-in Candidates** - No write-in candidates will be considered.



State 4-H Leadership Council - Application

Complete the following information:

Full Name of Applicant _____

Mailing Address _____

City _____ State _____ Zip Code _____

Area code and phone number _____ Cell phone _____ E-mail address _____

District (circle one) NE SE W Langston County _____

Name to be printed on ballot and used on website _____

Certified 4-H Volunteer: Year certified I understand that if I have not already been through the certification process I must complete the process this year. Candidates Initials

State 4-H Leadership Team Position For Which You Are Filing: (Mark One)	
<input type="checkbox"/>	President (must be 17 by Roundup the year filing)
<input type="checkbox"/>	Vice President (must be 16 by Roundup the year filing)
<input type="checkbox"/>	Secretary (must be 16 by Roundup the year filing)
<input type="checkbox"/>	Reporter (must be 16 by Roundup the year filing)
<input type="checkbox"/>	Recreation Leader (must be 16 by Roundup the year filing)
<input type="checkbox"/>	District/Langston Representative (must be 15 by Roundup the year filing)

Certification of Experiences		How Many?	Possible Points	Max. Points	Points Earned
Multiply the number in the "How Many" column by possible points to get the points earned.					
1.	Held a 4-H office, such as President, Vice-Pres., Secretary, Song Leader, Recreation Leader or Reporter at the local or county level. (5 points per office.)		5	25	
2.	Held a 4-H office at the District or State level. (List all offices and the year held.) (5 points per office.)		5	20	
3.	Serving as a State 4-H Ambassador. (5 points per year.)		5	25	
4.	Served as an active member of one or more <u>local</u> 4-H club committees. List committees:		5	20	
5.	Actively served on county committee of youth and adults, cooperatively planning and conducting an activity or event. List committees:		5	20	
6.	Chaired a county planning committee.		5	20	
7.	Presented original 4-H presentation before a regularly scheduled Civic Group on the local or county level. List groups:		5	50	
8.	As a representative of 4-H, instructed 4-H members or others in one or more workshops at 4-H camp, club meeting, day camp, or school. (Do not include school projects not directly related to 4-		5	20	

H project work. A workshop should be a minimum of 45 minutes in length.) List workshop topic(s) and location(s)/group(s):				
9. Trained 4-H members in demonstrations, judging and/or project work.		5	20	
10. Trained non-4-H members (youth and adults) in a project area.		5	20	
11. Organized community service program(s) in the community, county, or state (i.e. Kids Helping Kids, community beautification, Kicks4Kids, etc.) List examples:		5	50	
12. Participated in six (6) different county events, such as the county fair, project show, fabric and fashion/fashion revue, Share the Fun, judging events, public speaking contests, camp, etc. (Count no more than 2 of the same kind of contest/activity/event) (5 points per event.) List events:		5	30	
13. Delegate to District 4-H Leadership Conference (10 points per year attended.)		10	30	
14. Delegate to State 4-H Roundup (10 points per year attended.)		10	60	
15. Set up educational display at District or State event.		5	20	
16. Attended conference(s) for further developing leadership skills both in and out of the 4-H program. List the name(s) of conference(s):		5	20	
17. Recruited 4-H members who maintained membership, for a minimum of two years. (5 points per year.) List names of members:		5	20	
18. Submitted a Project Record Book to State Competition. (10 points per year.)		10	50	
19. Submitted a county project report form to county office. (5 points per year.)		5	25	
20. Delegate to the Oklahoma Youth Legislative Experience or Capitol Camp (5 points per year)		5	10	
Total Points			555	
Minimum of 300 points required				

I have rated myself and personally filled out this application. To the best of my knowledge, all information is accurate. The Letters of Reference and Educator's Reference Form can be e-mailed by the Educator as long as they are received on or before the deadline.

Candidate's Signature _____ **Date** _____

Approval of County Extension Educator:

We have reviewed this report and checked points the member earned and believe it to be correct.

County Extension Educator's Signature _____ **Date** _____

Approval of District/State 4-H Advisor:

For current or past District or State Council Members, the following signature must be completed to run for a position:

I, _____, State or District 4-H Council advisor for this applicant, certify that he/she has fulfilled their duties and responsibilities as a District or State Council Member.

District/State 4-H Advisor's Signature _____ **Date** _____

State Council Candidate **Commitment Form**

Each candidate, parent/guardian of the candidate, and County Extension Educator of the candidate is expected to read and sign the commitment form. It must be filed with the Application.



"Serve" is the key word. If you are an individual who considers them self selfless - putting other people's needs, interests, or wishes before your own- then this is a leadership position which will provide you an opportunity for personal growth and an opportunity to be of service to county, district and state 4-H program.

If you are serious about being of service at the county, district and state level, willing to be challenged for personal growth by demanding leadership responsibilities, and understand that there will be personal and family sacrifices of time and finances this is the "job" for you.

As a member of the State Leadership Council, I will:

- ✿ Make 4-H a **top priority** during my **full** term.
- ✿ Be self-motivated, organized, and responsible for my personal actions and commitments.
- ✿ Willingly accept challenges with enthusiasm, performs to a degree higher than is expected and takes action for responsibilities without being told. Keep a positive attitude in all that I do both in and out of the Oklahoma 4-H program.
- ✿ Stay informed, prepared, and supportive in the marketing and presentation of state and district service projects.
- ✿ Accept all responsibilities of being a contributing and participating member of Council committees and District Committees as requested by the District 4-H Council Advisor.
- ✿ Encourage my club and county to plan and carry out leadership and community service projects in support of the State Councils goals.
- ✿ Promote the value of 4-H through opportunities I **initiate**, as well as upon the request of county, district, and state staff.
- ✿ Officially represent 4-H to the public/families, legislators, university officials, and other decision makers.

I have carefully considered and understand the sacrifice of personal time and finances required to serve as a member of the State 4-H Leadership Council.

I have read and am willing to accept and abide by the responsibilities, both expressed and implied as outlined on the Application, as well as on this Commitment form. I do understand that the listing is not "all inclusive" and it is my responsibility to ask for clarification prior to being elected.

State 4-H Leadership Council members are expected to serve as positive role models for their peers. As such, they are expected to strictly adhere to all items listed and inferred by the Oklahoma 4-H Code of Conduct and any other published policies or rules governing 4-H affiliated events and activities and the leadership council.

I further understand that if I do not satisfactorily perform my duties or conduct myself in a manner appropriate to the position, steps for resolving Leadership Team personnel issues will be implemented and can result in my removal from office.

Candidate's Signature _____ **Date** _____

I have carefully considered and understand the sacrifice of my child's personal time and family finances which will be required to serve as a member of the State 4-H Leadership Council.

I have read and reviewed the responsibilities and expectations both expressed and implied as outlined on the Application and Commitment form with my child. I do understand that the listing is not "all inclusive" and it is my child's responsibility to ask for clarification prior to being elected.

I further understand that if my child does not satisfactorily perform his/her duties or conduct him/her self in a manner appropriate to the position, steps for resolving Leadership Team personnel issues will be implemented and can result in his/her removal from office.

I will support the Oklahoma 4-H program and my child in fulfilling these duties and responsibilities.

Candidate's Parent/Guardian's Signature _____ **Date** _____

I will continue to support, guide, and provide education to this young person in their personal and professional development as a 4-H member and as a certified volunteer.

This 4-H member and their family have carefully considered and understand the sacrifice of personal time and the financial commitment which will be required to serve as a member of the State 4-H Leadership Council.

I have read and reviewed the responsibilities and expectations both expressed and implied as outlined on the Application and Commitment form with this 4-H member. I do understand that the listing is not "all inclusive" and it is the 4-H member's responsibility to ask for clarification prior to being elected.

I further understand that if this 4-H member does not satisfactorily perform his/her duties or conduct him/her self in a manner appropriate to the position, steps for resolving Leadership Team personnel issues will be implemented and can result in his/her removal from office.

I will support the Oklahoma 4-H program and this 4-H member in fulfilling these duties and responsibilities.

County Extension Educator's Signature _____ **Date** _____

OKLAHOMA 4-H
OKLAHOMA COOPERATIVE EXTENSION SERVICE
OKLAHOMA STATE UNIVERSITY
PHOTOGRAPHIC, VIDEO, AUDIO AND WEB SITE CONSENT AND RELEASE FORM

I do hereby consent and agree that the Oklahoma Cooperative Extension Service and any of its affiliated groups and their staff have the right to use my photograph or recorded image, or that of my property. I understand that the image may be used in 4-H Youth Development educational or promotional materials. I further consent that my name and identity may be revealed therein or by descriptive text or commentary, as indicated below.

I do hereby release to the Oklahoma Cooperative Extension Service and its staff all rights to exhibit this work publicly or privately, including posting it on a 4-H web site. I waive any rights, claims or interests I may have to control the use of my identity or likeness in association to the photograph, and agree that any uses described herein may be made without compensation or additional consideration of me.

☐ You may use my image or that of my minor child or property along with their name.

☐ You may use my image or that of my minor child or property, but not an identifying name.

I represent that I have read and understand the foregoing statement and am competent to execute this agreement.

Name: _____ Signature: _____

Phone: _____ Date: _____

Address: _____

I am under 18 years of age, my parent/guardian agrees. (parent signature required)

Name of Parent/Guardian: _____

Signature: _____

Phone: _____ Date: _____

Please Provide a short bio to be used on the State 4-H Website Guidelines for 4-H State Bios:

- Must be no more than 100 words and include name, age, years in 4-H, county, club, hobbies, project area(s), and achievement(s) most proud of.

EDUCATOR'S REFERENCE SHEET

This reference sheet is to be completed by the county educator and attached to the reference letter.

Name of Applicant: _____ **County:** _____

Check the appropriate space and note any comments in support of the applicant's personal characteristic(s). Additional comments may be made on the back of this form. The information received will be confidential and will be reviewed by the consultation committee only.

Characteristic	Outstanding	Desirable	Undesirable	Unknown
TEAMWORK Demonstrated ability to place commitment to group goals over personal aspirations.				
RELIABILITY Faithfulness to duties; personal integrity; sense of responsibility.				
PUNCTUALITY On time and prepared for appointments and meetings.				
LEADERSHIP Initiative; ability to inspire others to act.				
INDUSTRY Concentration of effort to a task; capacity for sustained effort.				
COMPETENCE Ability to represent 4-H both in very formal and informal settings.				
CREATIVITY Original and imaginative.				
APPEARANCE Cleanliness; dress; poise.				
EXPRESSION Effectiveness and fluency in speaking.				
WRITING SKILLS Effectiveness and fluency in writing.				
FRIENDLINESS Ability to meet people.				
SENSE OF HUMOR				
TACT				
SELF-CONFIDENCE				
CONSTRUCTIVE CRITICISM Ability to listen to and accept criticism.				
MENTAL ALERTNESS AND JUDGMENT				
COMMITMENT TO 4-H This program is more than an honor; it requires both service and sacrifice.				

Reference Sheet submitted by:

Educator Signature

Title

Date

Checklist of Required Steps to File for Office

All materials and training are due to the State 4-H Office by 5:00pm on June 15th, 2023. Use the check list below to be sure that you have completed all the necessary steps.

- ___ 1. Application and Commitment Form
- ___ 2. Photo Release and Bio form
- ___ 3. Headshot photo that you want used on the State 4-H website
- ___ 4. One (1) letter of reference from an educator - needs to be emailed to Gail Taylor (gail.taylor@okstate.edu) by Educator
- ___ 5. Educator's Reference Sheet - needs to be emailed to Gail Taylor (gail.taylor@okstate.edu) by Educator
- ___ 6. Must participate in web based training with their parent/guardian (educators are encouraged to attend as well). Training video and Microsoft Form will be posted on the State 4-H Website.

All materials are DUE to the State 4-H Office by 5:00pm June 15th, 2023!

Email Applications, Photo Release and Bio Form, and Headshot to:

Gail Taylor gail.taylor@okstate.edu

Letter of Reference and Reference Sheet should be emailed by the County Educator to:

Gail Taylor gail.taylor@okstate.edu